



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 28, 2015  
**CC:** All Departments



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**Town Administrator:** Work continued on the proposed FY16 budget figures after the final day of department head presentations that was held on Friday, December 18. On January 8, the Select Board is scheduled to review the adjusted budget numbers along with reviewing proposed warrant articles in preparation for the budget hearing in February. This week, the Select Board will be meeting on Wednesday, December 30, 2015 at 7:00 pm due to the New Year's holiday. All non-essential departments will be closed on Friday, January 1. Best wishes to all for a safe and Happy New Year!

**Finance:** Nothing to report this week.

**Assessor:** Vision Government Solutions is continuing the Measure-and-List Project for 2016. For this short week, Vision personnel will continue measuring the exterior of properties in the Governor Wentworth Road (Route 109) and Balmoral area and along Whittier Highway. They will attempt an interior list - (review of interior features) - if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

We received the 2015 Equalization Ratio statistics from the New Hampshire Department of Revenue. The overall median ratio, used to determine the central tendency for assessment equity, is 94.9%. This is down slightly from 98.7% in 2014, and shows that overall, properties were selling for more than the assessed values, especially during the second half of 2015.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

### **Public Works & Facilities:**

#### **Highway Division:**

The short holiday week saw the completion of the beaver deceiver pipe re-installation on Blackadar Lane. The crew did roadside tree trimming on Hanson Drive and Krainewood Drive. The crew assisted the contractor with installation of the new traffic pattern at Old Rt 109 & Rt 25, which included a lane closure. The intersection was restriped and barreled and signage was also installed. The crew also borrowed a barrier-lifting tool from NH DOT Bridge Division required for placing the "Jersey" barriers. The contractor picked up 20 Jersey barriers from the State Surplus, and delivered them to the Old Rt 109 & Rt 25 intersection and Far Echo and Moultonborough Neck Road intersection. Road construction signs were put up, and a new sander was picked up for Truck#4 and an older one traded in. The crew worked on Truck#5's sander and consulted with the product manufacturer and the problem was solved. The crew assisted the Fire Department with servicing of the utility truck's plow. On Tuesday, Agt. Kinmond & his wife, Anne, prepared and served an annual holiday luncheon to the DPW staff. During the holiday weekend, Agt. Kinmond was called out on Thursday for a flooded roadway

on Eagle Shores Road and Grassy Pond Road. Agt. Kinmond unplugged a culvert and it drained the flooded area. On Friday (Christmas Day) Agt. Kinmond was called for a tree down on Hauser Estates and called one of the on-call crew to cut and remove it from roadway. On Sunday, Agt. Kinmond was called for a tree down on Red Hill Road, and responded to cut limbs to allow for the roadway to be open, but will require a large machine to assist with clean up due to size of tree. The area was coned to alert traffic.

**Facility & Grounds Division:**

Building checks and recycling duties were attended to Monday. We removed older wooden shelves from Town Hall and installed new metal units and picked up the cabinets and countertop from Lowes installing them in Officer John's office at the Police Department. Lights in the meeting room at Public Service Building were changed with the lenses and grills cleaned. The Facilities Leader and HVAC tech. installed valves on radiant heat, as the previous leak in one zone has been isolated.

**WMF Division:**

Facility managers reported the facility shipped one MSW, one C&D and one container of scrap metal. With the holiday and several folks off, Groundskeeper Smith assisted with staff support at the facility on Saturday. The highway crew will transfer over the grounds pick-up truck with plow and hopper spreader for winter use at the facility and do skid steer tire swap over for winter operations.

**Moultonborough Police Department: PD Activity:**

The Moultonborough Police Department recorded 289 log entries, which included the following calls for service: twelve motor vehicle stops, nine assists to Fire/EMS, 0 directed patrols, two arrests, one complaint, three MV Accidents, two MV Complaints, seven residential alarms, 0 commercial alarms and two K-9 complaints.

**Moultonborough Fire Department: Moultonborough Fire Rescue:** Year to date there has been 854 calls for emergency service. For the period of 12/18/2015 to 12/24/2015 there were thirteen calls for service: five Medical Emergencies, one Motor Vehicle Accident, one Authorized Controlled Burning, one Odor Investigation, two False Fire Alarms, one Lift Assist, and two Good Intent Calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:20 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:00 minutes

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:26 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: Two Suprabox installs. One public service. One request for information

**Office of Development Services Planning:** Nothing to report this week.

**Town Planner:** Nothing to report this week.

**Code & Health:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Youth basketball is slated to get underway this coming Saturday, January 2, with all levels of play scheduled. Teams will be playing in Meredith as well as at MCS and the MA gym. “Rec the Halls” Vacation Camp was a big success last week. With the impending inclement weather the Teen First Night Activities are most likely going to be moved from Tuesday to Wednesday Night (December 30) – same time, same place. Notices have gone out regarding figure skating and hockey lessons as well as skating lessons for adults. These will be getting underway mid-January. Donna K., Dan and Donna T. will be attending the Northern New England Parks and Recreation Conference at Attitash January 5-7. Winter Days, held in conjunction with MCS, will be getting underway on Friday January 15 and will run through February 5.

**Important Dates to Remember**

**Board of Selectmen’s Meeting, December 30, 2015, 7 PM**

**Happy New Year! All Non-Essential Departments Closed, January 1, 2016**

**Board of Selectmen’s Meeting, January 7, 2016, 7 PM**

**Board of Selectmen’s Budget Work Session, January 8, 2016, 8:30 AM**

**Board of Selectmen’s Meeting, January 14, 2016, 7 PM**

**Board of Selectmen’s Meeting, January 21, 2016, 7 PM**

**Board of Selectmen’s Work Session, January 28, 2016, 4 PM**

**\*Staff Meeting, Tuesday – January 5, 2016, 9 AM\***